HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK

SIS

Student Information System

Hebrew Union College – Jewish Institute of Religion

Faculty User's Manual (SIS)

November 18, 2014

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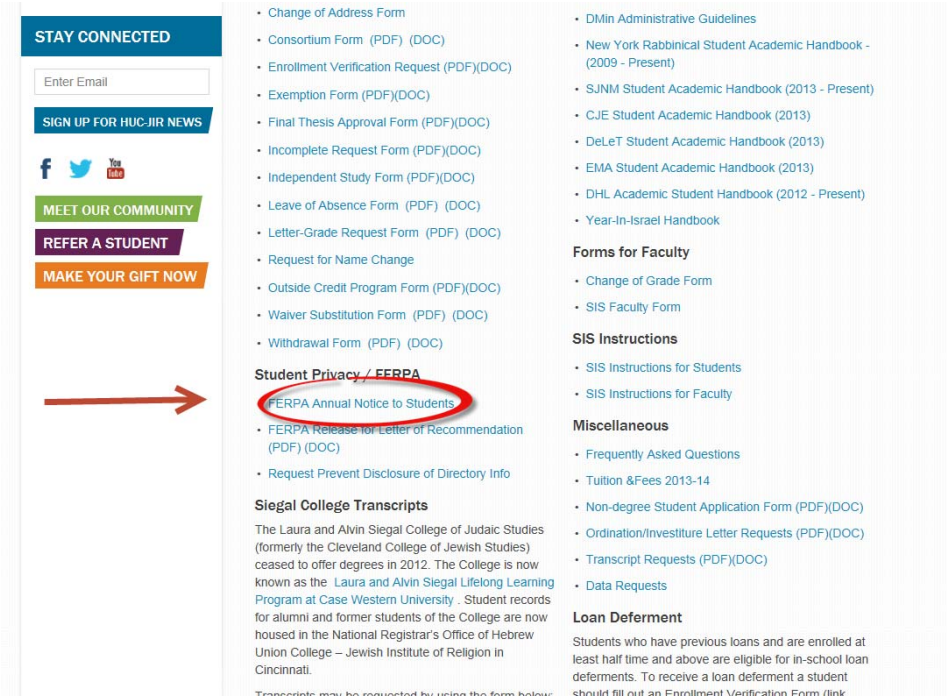
1. FERPA reminder

Student records are protected by the Family Educational Rights and Privacy Act (FERPA.) You may not release to a third party any of the academic information that you have access to in the Student Information System (SIS) without the written permission of the student. Should you have any questions, please do not hesitate to contact the National Registrar's Office. For your reference, the FERPA statement is on the College-Institute website:

http://huc.edu/registrar/docs/FERPA%20Annual%20Notice%20to%20Students%202012.pdf


STAY CONNECTED
Enter Email
SIGN UP FOR HUC-JIR NEWS
MEET OUR COMMUNITY
REFER A STUDENT
MAKE YOUR GIFT NOW
Change of Address Form
Consortium Form (PDF) (DOC)
Enrollment Verification Request (PDF)(DOC)
Exemption Form (PDF)(DOC)
Final Thesis Approval Form (PDF)(DOC)
Incomplete Request Form (PDF)(DOC)
Independent Study Form (PDF)(DOC)
Leave of Absence Form (PDF) (DOC)
Letter-Grade Request Form (PDF) (DOC)
Request for Name Change
Outside Credit Program Form (PDF)(DOC)
Waiver Substitution Form (PDF) (DOC)
Withdrawal Form (PDF) (DOC)
Student Privacy / FERPA
FERPA Annual Notice to Students
FERPA Release for Letter of Recommendation (PDF) (DOC)
Request Prevent Disclosure of Directory Info
Siegal College Transcripts
The Laura and Alvin Siegal College of Judaic Studies (formerly the Cleveland College of Jewish Studies) ceased to offer degrees in 2012. The College is now known as the Laura and Alvin Siegal Lifelong Learning Program at Case Western University . Student records for alumni and former students of the College are now housed in the National Registrar's Office of Hebrew Union College – Jewish Institute of Religion in Cincinnati.
DMin Administrative Guidelines
New York Rabbinical Student Academic Handbook - (2009 - Present)
SJNM Student Academic Handbook (2013 - Present)
CJE Student Academic Handbook (2013)
DeLeT Student Academic Handbook (2013)
EMA Student Academic Handbook (2013)
DHL Academic Student Handbook (2012 - Present)
Year-In-Israel Handbook
Forms for Faculty
Change of Grade Form
SIS Faculty Form
SIS Instructions
SIS Instructions for Students
SIS Instructions for Faculty
Miscellaneous
Frequently Asked Questions
Tuition &Fees 2013-14
Non-degree Student Application Form (PDF)(DOC)
Ordination/Investiture Letter Requests (PDF)(DOC)
Transcript Requests (PDF)(DOC)
Data Requests
Loan Deferment
Students who have previous loans and are enrolled at least half time and above are eligible for in-school loan deferments. To receive a loan deferment a student

2. FERPA regulations and your SIS account

Please do not release your username and password to others. Activity in the SIS can be traced back to the person's username. You are responsible for the security of your account information and the security of the information in the SIS accessed through your account. The U.S. Family Educational Rights and Privacy Act (FERPA) prevents you from releasing any student information in the SIS to any other party without the student's written consent. Sanctions for violation can be severe. If you have any questions about this Federal law, please contact Clyde Parrish, the National Registrar, at cparrish@huc.edu.

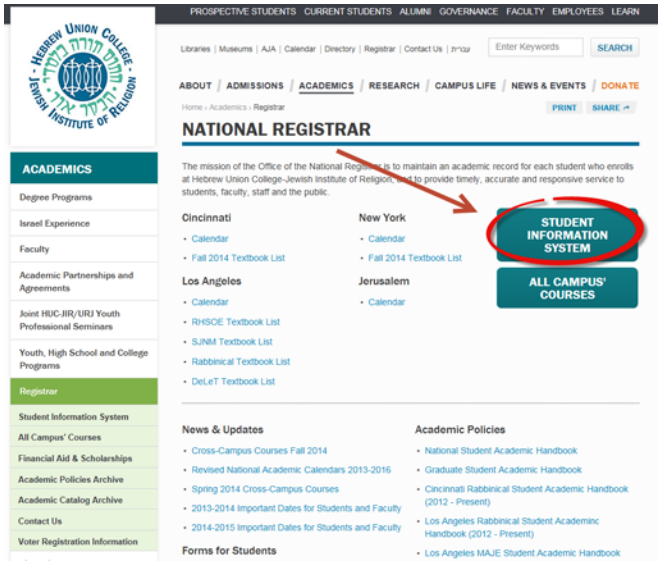
3. Introduction

The website for SIS, our Student Information System, can be found at:

sis.huc.edu

There is also a quick link to the Student Information System on the registrar's page:

http://huc.edu/registrar/



The opening page of the website looks like this:

HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI
JERUSALEM
LOS ANGELES
NEW YORK
WWW.HUC.EDU
New Application
Course Catalog
HUC-JIR
SIS Login Page
username
password
Submit
AUTHENTICATION REQUIRED
You are attempting to log in to the HUC-JIR Student Information Website.
Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law.
If you are an applicant and need a username and password please email: admissions@huc.edu
If you are a current student and do not have a username and password, please email registrar@huc.edu to request an account or for help resetting your password.

From here you can find information on how to:

a. Locate forgotten password –
    - Click on the Forgotten Password tab circled above.
    - Enter the email address that you have on file with the College Institute, or your HUC email address.
    - Once you enter your email address and date of birth, the SIS will email you your user name and password to the email listed.
    - You do not need to enter Student ID Number.

Hebrew Union College – Jewish Institute of Religion
היברו יוניון קולג' - מכון למדעי היהדות
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Login
Forgotten Password
New Application
Continue Application
Course Catalog
Forgotten Password
Please enter your email address and either your student ID number or your date of birth to retrieve your password
Your Username and Password will be emailed to you.
E-Mail:
Student ID Number:
Date of Birth:
(MM/DD/YYYY)
Submit

b. See all the courses offered in a given semester using the "Course Catalog" tab.
c. Login to your account using your user name and password.

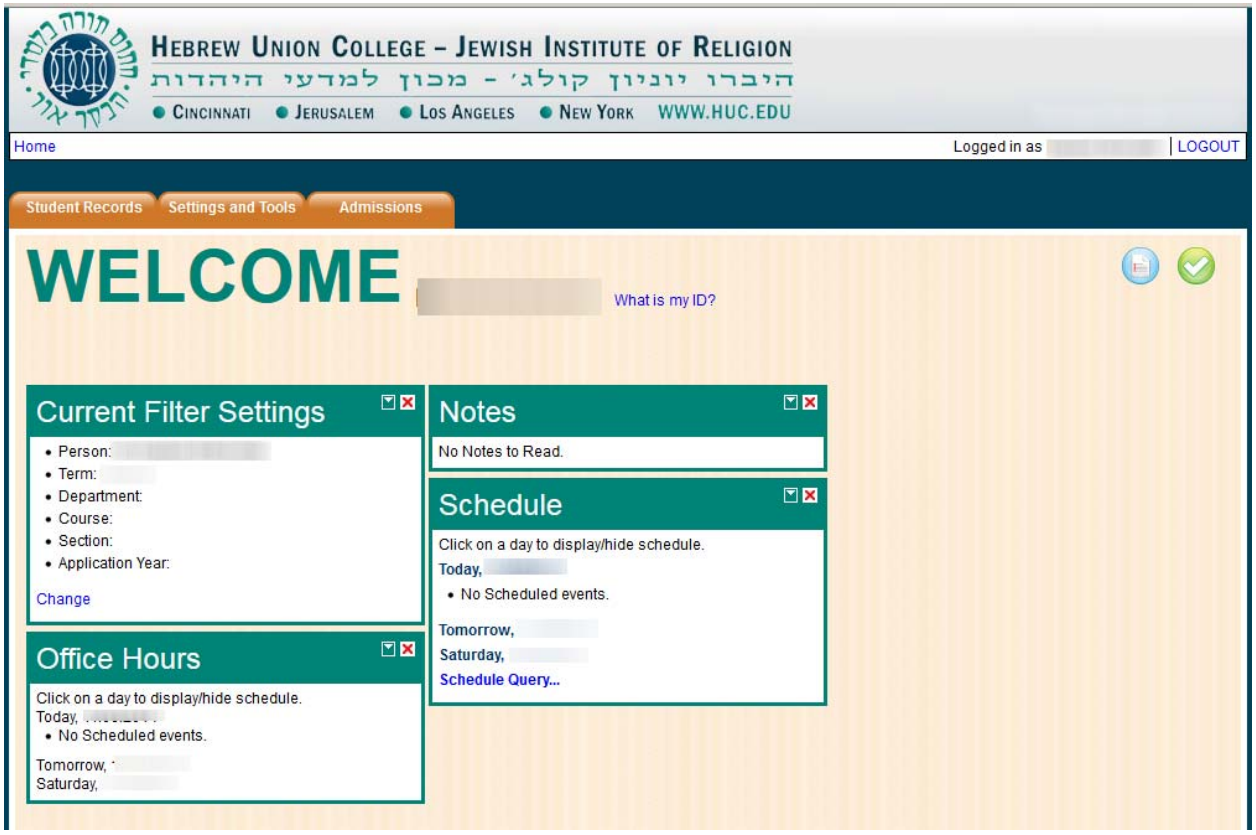
4. Accessing your account:

a. Enter your user name in the textbox above the label: username.
   - Your user name is not case sensitive.

b. Enter your password in the textbox.
   - Your password is case sensitive.

(If you do not remember your user name or password, and the Forgotten Button option is not working please e-mail registrar@huc.edu for assistance.)

After you enter your user name / password and are logged in, you will see a screen similar to this:

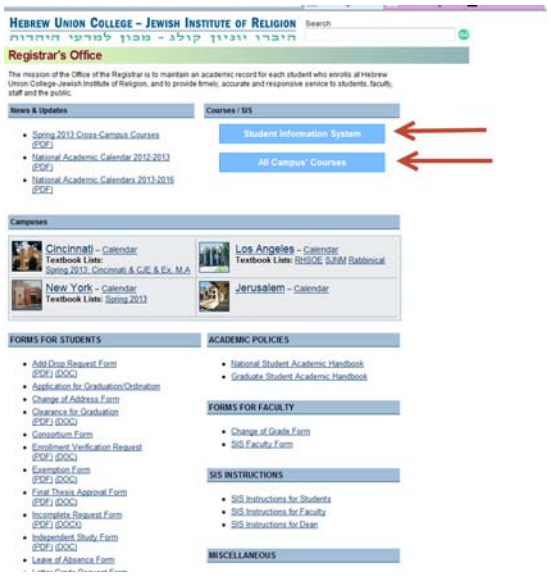


5. List of courses offered for a semester

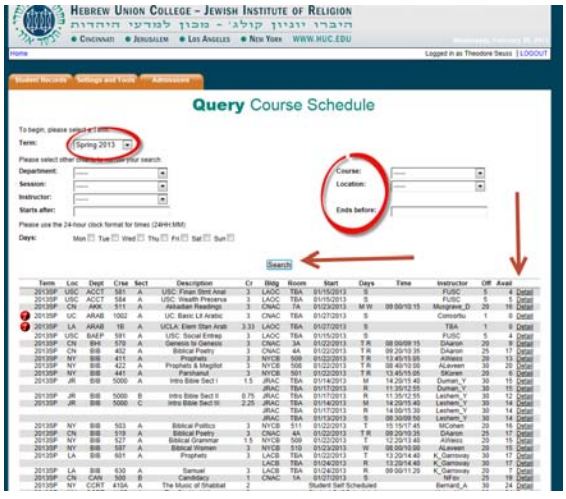
You may locate all courses through the National Registrar's page and click on ALL Campus Courses or go through the Student Information System (SIS).

Registrar: www.huc.edu/registrar

SIS: www.sis.huc.edu



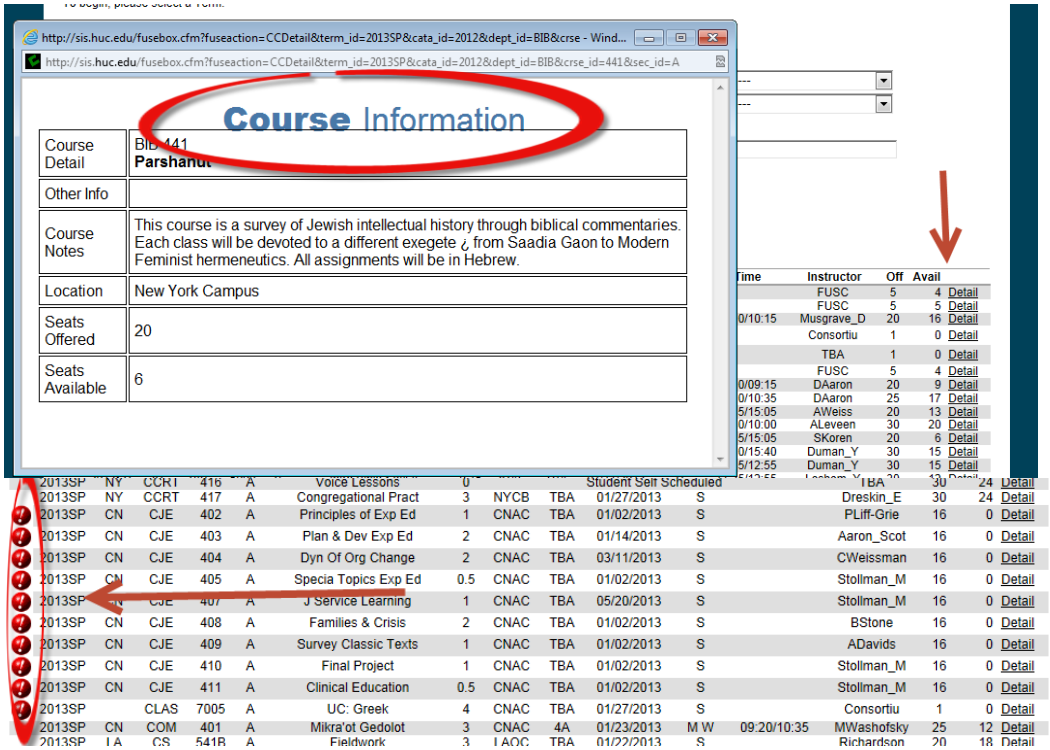
You must choose a term and location for anything to populate. Enter as much information as you like, but again the minimum populated must be term and location.



Detail is an important and often overlooked link that will show the following:

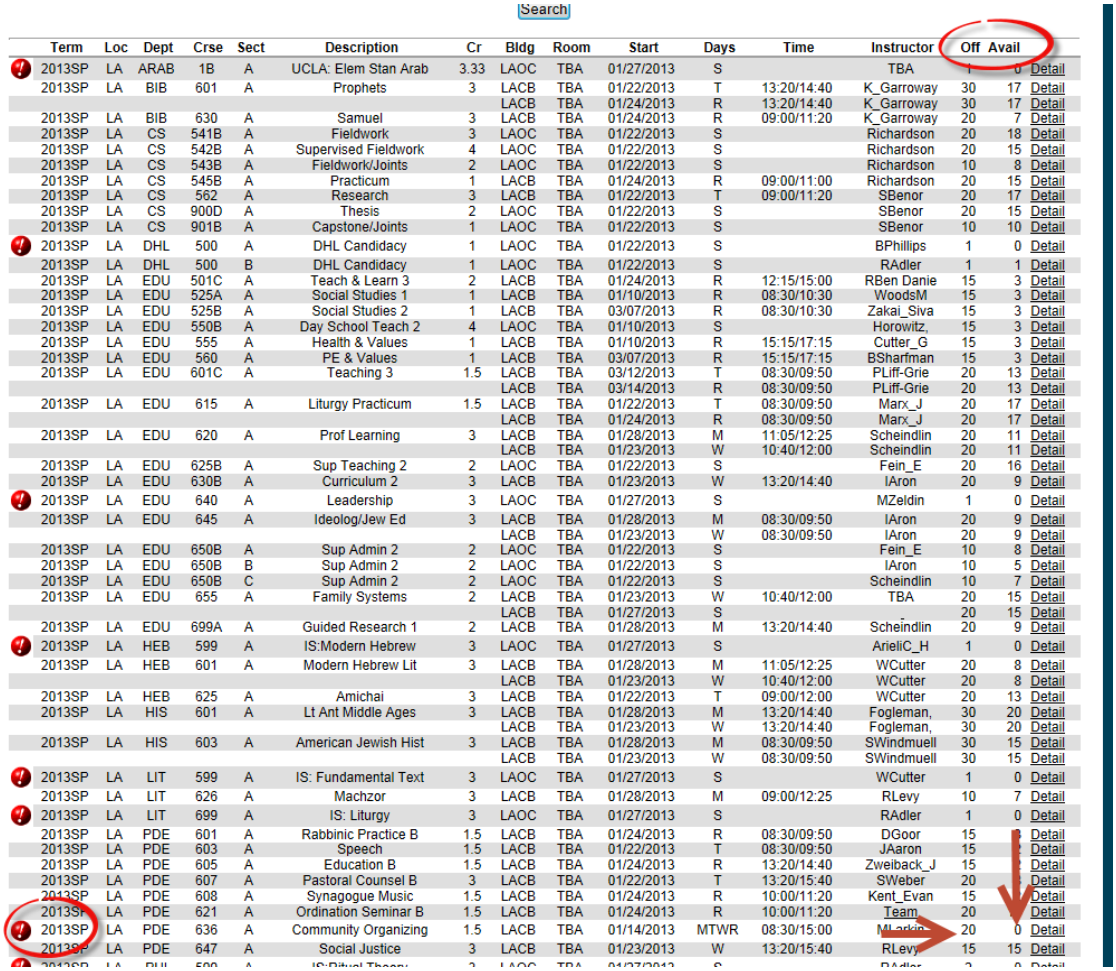
1. Course Detail – Title and Number of the course
2. Other Information – Text, Non-text, Elective
3. Course Notes – Description of the course itself
4. Location – Which campus this course is being offered
5. Seats Offered
6. Seats Available

Course details can also list other information about a course including additional expenses if needed and if consent of the instructor is required.


Course Information
Course Detail
Other Info
Course Notes
This course is a survey of Jewish intellectual history through biblical commentaries. Each class will be devoted to a different exegete ¿ from Saadia Gaon to Modern Feminist hermeneutics. All assignments will be in Hebrew.
Location
New York Campus
Seats Offered
20
Seats Available
6

When a red exclamation is shown next to the class (see image above) this means the course has met its capacity and students will need consent from the instructor to add more seats.

Off = Offered
Avail = Available

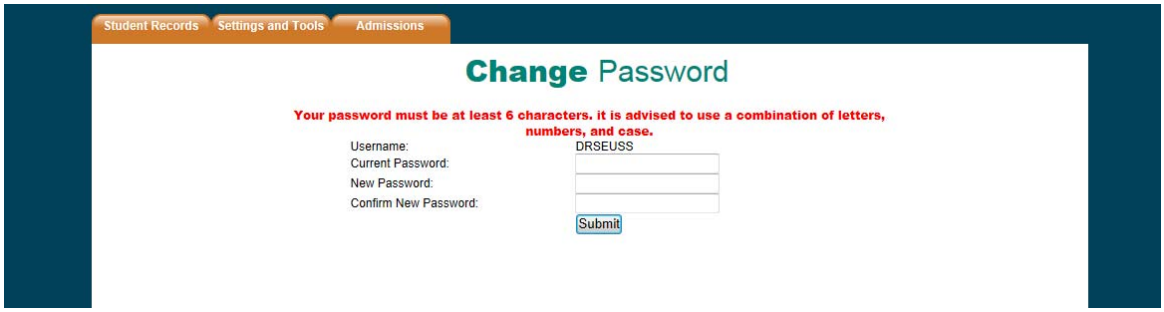


	Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
	2013SP	LA	ARAB	1B	A	UCLA: Elem Stan Arab	3.33	LAOC	TBA	01/27/2013	S		TBA	1	0	Detail
	2013SP	LA	BIB	601	A	Prophets	3	LACB	TBA	01/22/2013	T	13:20/14:40	K_Garroway	30	17	Detail
								LACB	TBA	01/24/2013	R	13:20/14:40	K_Garroway	30	17	Detail
	2013SP	LA	BIB	630	A	Samuel	3	LACB	TBA	01/24/2013	R	09:00/11:20	K_Garroway	20	7	Detail
	2013SP	LA	CS	541B	A	Fieldwork	3	LAOC	TBA	01/22/2013	S		Richardson	20	18	Detail
	2013SP	LA	CS	542B	A	Supervised Fieldwork	4	LAOC	TBA	01/22/2013	S		Richardson	20	15	Detail
	2013SP	LA	CS	543B	A	Fieldwork/Joints	2	LAOC	TBA	01/22/2013	S		Richardson	10	8	Detail
	2013SP	LA	CS	545B	A	Practicum	1	LACB	TBA	01/24/2013	R	09:00/11:00	Richardson	20	15	Detail
	2013SP	LA	CS	562	A	Research	3	LACB	TBA	01/22/2013	T	09:00/11:20	SBenor	20	17	Detail
	2013SP	LA	CS	900D	A	Thesis	2	LAOC	TBA	01/22/2013	S		SBenor	20	15	Detail
	2013SP	LA	CS	901B	A	Capstone/Joints	1	LAOC	TBA	01/22/2013	S		SBenor	10	10	Detail
	2013SP	LA	DHL	500	A	DHL Candidacy	1	LAOC	TBA	01/22/2013	S		BPhillips	1	0	Detail
	2013SP	LA	DHL	500	B	DHL Candidacy	1	LAOC	TBA	01/22/2013	S		RAdler	1	1	Detail
	2013SP	LA	EDU	501C	A	Teach & Learn 3	2	LACB	TBA	01/24/2013	R	12:15/15:00	RBen Danie	15	3	Detail
	2013SP	LA	EDU	525A	A	Social Studies 1	1	LACB	TBA	01/10/2013	R	08:30/10:30	WoodsM	15	3	Detail
	2013SP	LA	EDU	525B	A	Social Studies 2	1	LACB	TBA	03/07/2013	R	08:30/10:30	Zakai_Siva	15	3	Detail
	2013SP	LA	EDU	550B	A	Day School Teach 2	4	LAOC	TBA	01/10/2013	S		Horowitz,	15	3	Detail
	2013SP	LA	EDU	555	A	Health & Values	1	LACB	TBA	01/10/2013	R	15:15/17:15	Cutter_G	15	3	Detail
	2013SP	LA	EDU	560	A	PE & Values	1	LACB	TBA	03/07/2013	R	15:15/17:15	BSharfman	15	3	Detail
	2013SP	LA	EDU	601C	A	Teaching 3	1.5	LACB	TBA	03/12/2013	T	08:30/09:50	PLiff-Grie	20	13	Detail
								LACB	TBA	03/14/2013	R	08:30/09:50	PLiff-Grie	20	13	Detail
	2013SP	LA	EDU	615	A	Liturgy Practicum	1.5	LACB	TBA	01/22/2013	T	08:30/09:50	Marx_J	20	17	Detail
								LACB	TBA	01/24/2013	R	08:30/09:50	Marx_J	20	17	Detail
	2013SP	LA	EDU	620	A	Prof Learning	3	LACB	TBA	01/28/2013	M	11:05/12:25	Scheindlin	20	11	Detail
								LACB	TBA	01/23/2013	W	10:40/12:00	Scheindlin	20	11	Detail
	2013SP	LA	EDU	625B	A	Sup Teaching 2	2	LAOC	TBA	01/22/2013	S		Fein_E	20	16	Detail
	2013SP	LA	EDU	630B	A	Curriculum 2	3	LACB	TBA	01/23/2013	W	13:20/14:40	IAron	20	9	Detail
	2013SP	LA	EDU	640	A	Leadership	3	LAOC	TBA	01/27/2013	S		MZeldin	1	0	Detail
	2013SP	LA	EDU	645	A	Ideolog/Jew Ed	3	LACB	TBA	01/28/2013	M	08:30/09:50	IAron	20	9	Detail
								LACB	TBA	01/23/2013	W	08:30/09:50	IAron	20	9	Detail
	2013SP	LA	EDU	650B	A	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		Fein_E	10	8	Detail
	2013SP	LA	EDU	650B	B	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		IAron	10	5	Detail
	2013SP	LA	EDU	650B	C	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		Scheindlin	10	7	Detail
	2013SP	LA	EDU	655	A	Family Systems	2	LACB	TBA	01/23/2013	W	10:40/12:00	TBA	20	15	Detail
								LACB	TBA	01/27/2013	S			20	15	Detail
	2013SP	LA	EDU	699A	A	Guided Research 1	2	LACB	TBA	01/28/2013	M	13:20/14:40	Scheindlin	20	9	Detail
	2013SP	LA	HEB	599	A	IS:Modern Hebrew	3	LAOC	TBA	01/27/2013	S		ArieliC_H	1	0	Detail
	2013SP	LA	HEB	601	A	Modern Hebrew Lit	3	LACB	TBA	01/28/2013	M	11:05/12:25	WCutter	20	8	Detail
								LACB	TBA	01/23/2013	W	10:40/12:00	WCutter	20	8	Detail
	2013SP	LA	HEB	625	A	Amichai	3	LACB	TBA	01/22/2013	T	09:00/12:00	WCutter	20	13	Detail
	2013SP	LA	HIS	601	A	Lt Ant Middle Ages	3	LACB	TBA	01/28/2013	M	13:20/14:40	Fogleman,	30	20	Detail
								LACB	TBA	01/23/2013	W	13:20/14:40	Fogleman,	30	20	Detail
	2013SP	LA	HIS	603	A	American Jewish Hist	3	LACB	TBA	01/28/2013	M	08:30/09:50	SWindmuell	30	15	Detail
								LACB	TBA	01/23/2013	W	08:30/09:50	SWindmuell	30	15	Detail
	2013SP	LA	LIT	599	A	IS: Fundamental Text	3	LAOC	TBA	01/27/2013	S		WCutter	1	0	Detail
	2013SP	LA	LIT	626	A	Machzor	3	LACB	TBA	01/28/2013	M	09:00/12:25	RLevy	10	7	Detail
	2013SP	LA	LIT	699	A	IS: Liturgy	3	LAOC	TBA	01/27/2013	S		RAdler	1	0	Detail
	2013SP	LA	PDE	601	A	Rabbinic Practice B	1.5	LACB	TBA	01/24/2013	R	08:30/09:50	DGoor	15	[illegible]	Detail
	2013SP	LA	PDE	603	A	Speech	1.5	LACB	TBA	01/22/2013	T	08:30/09:50	JAaron	15	[illegible]	Detail
	2013SP	LA	PDE	605	A	Education B	1.5	LACB	TBA	01/24/2013	R	13:20/14:40	Zweiback_J	15	[illegible]	Detail
	2013SP	LA	PDE	607	A	Pastoral Counsel B	3	LACB	TBA	01/22/2013	T	13:20/15:40	SWeber	20	[illegible]	Detail
	2013SP	LA	PDE	608	A	Synagogue Music	1.5	LACB	TBA	01/24/2013	R	10:00/11:20	Kent_Evan	15	[illegible]	Detail
	2013SP	LA	PDE	621	A	Ordination Seminar B	1.5	LACB	TBA	01/24/2013	R	10:00/11:20	Team	20	[illegible]	Detail
	2013SP	LA	PDE	636	A	Community Organizing	1.5	LACB	TBA	01/14/2013	MTWR	08:30/15:00	MLarkin	20	0	Detail
	2013SP	LA	PDE	647	A	Social Justice	3	LACB	TBA	01/23/2013	W	13:20/15:40	RLevy	15	15	Detail

The number immediately to the left of Detail, is the number of seats available/empty in the course at a given time and the number to the left of that is the number seats offered.

6. Changing your password

The first thing you should do once you login to SIS is change your password using the Settings and Tool tab and selecting Change Password.

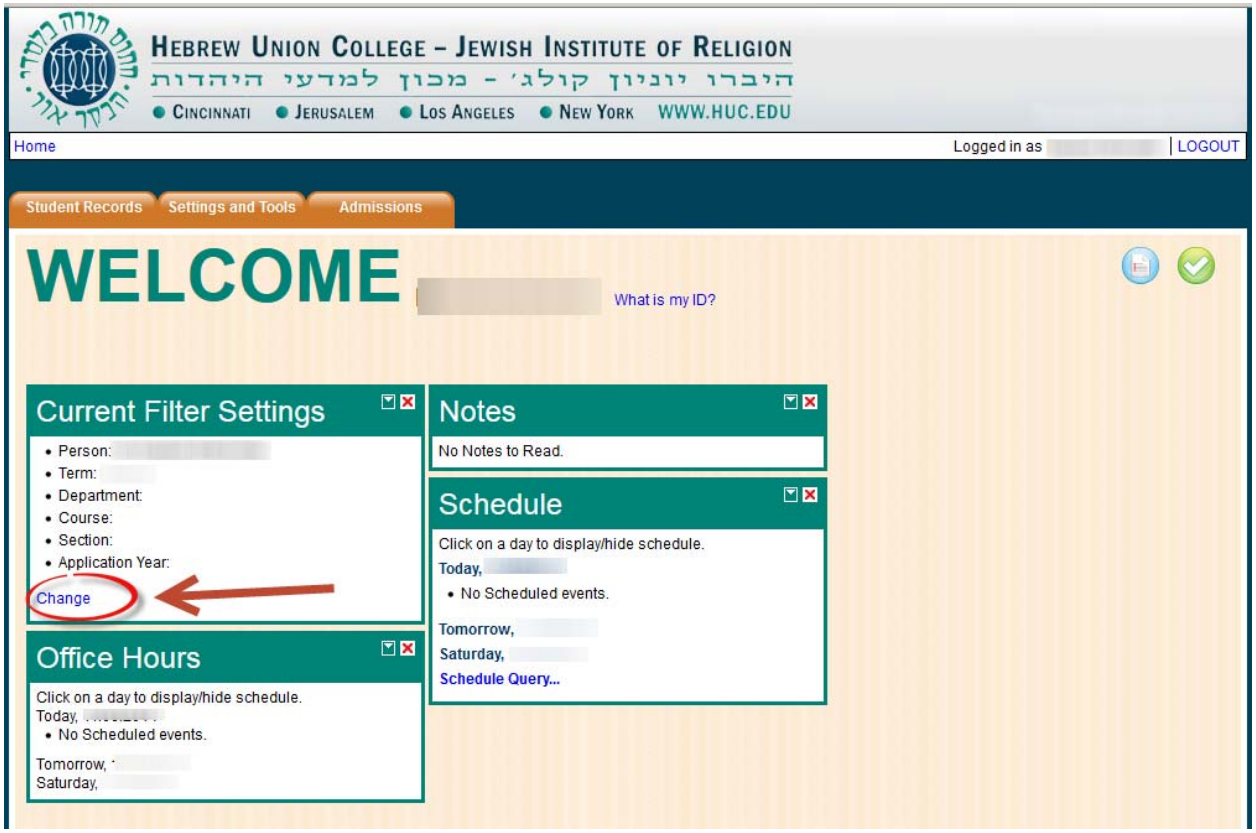


Follow the directions given to change your password to one you can easily remember, but one that is also secure.

7. Set the semester/term

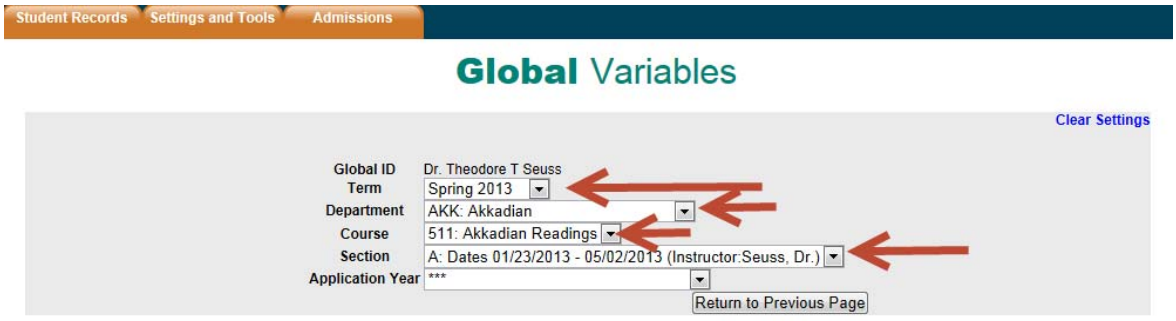
For most things that you will do, you will need to set the Current Filter Settings.

At the Welcome/Home screen, select: Change



Then populate each area: Term, Department, Course and Section.

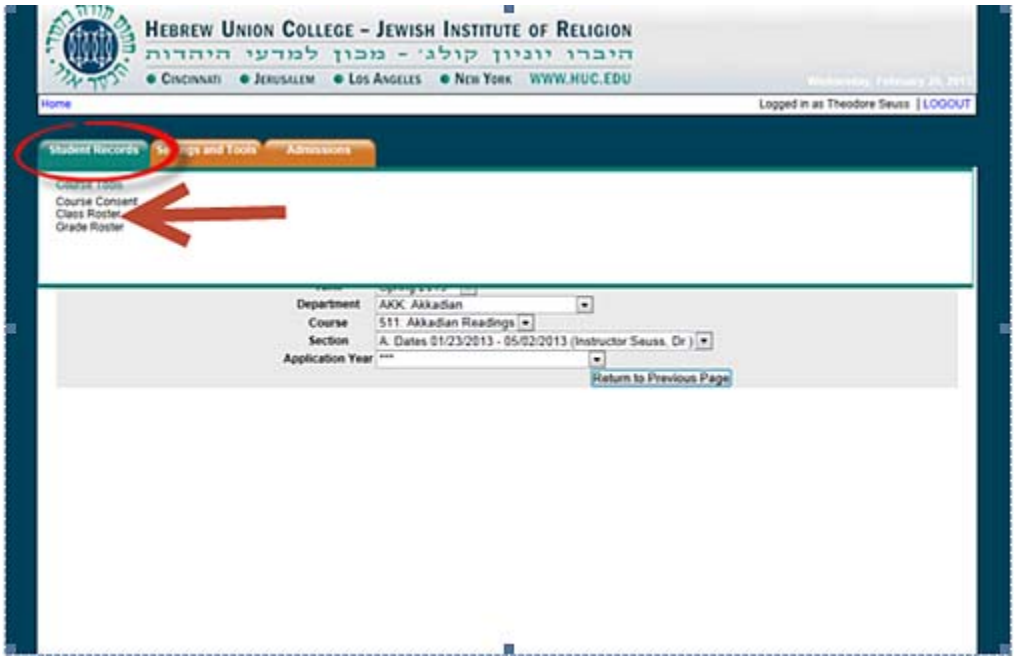
(The Degree Verification option is not working, so there is no reason to select Application Year.)



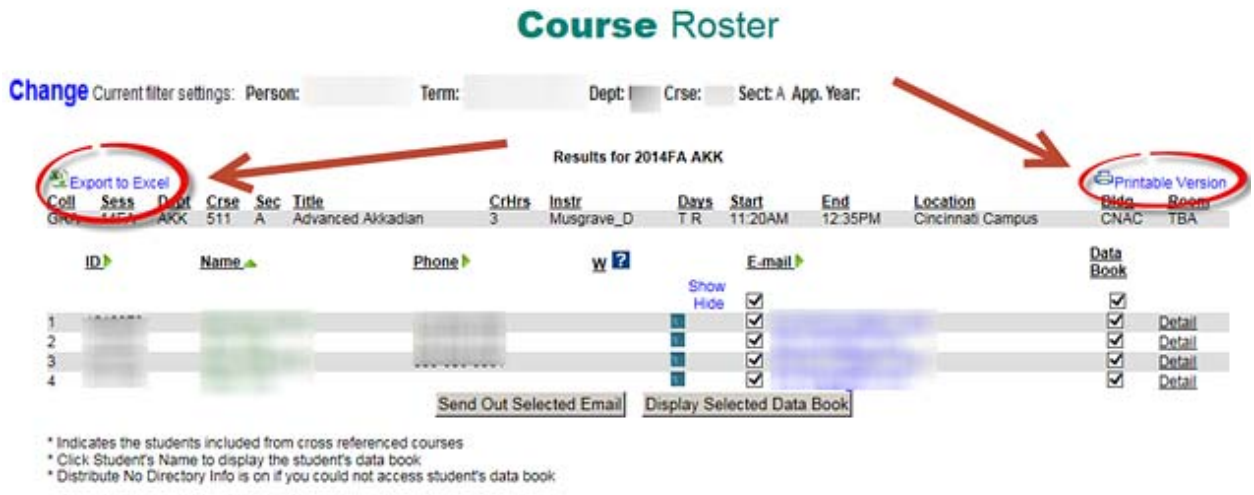
8. To view a class roster

Set the Term, Department, Course and Section as described above.

Then select the tab Student Records – Course Tools – Class Roster


Hebrew Union College - Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Home
Logged in as Theodore Seuss | LOGOUT
Student Records
Course Consent
Class Roster
Grade Roster
Department AKK Akkadian
Course 511 Akkadian Readings
Section A Dates 01/23/2013 - 05/02/2013 (Instructor Seuss, Dr.)
Application Year
Return to Previous Page

This gives you the roster as shown below.

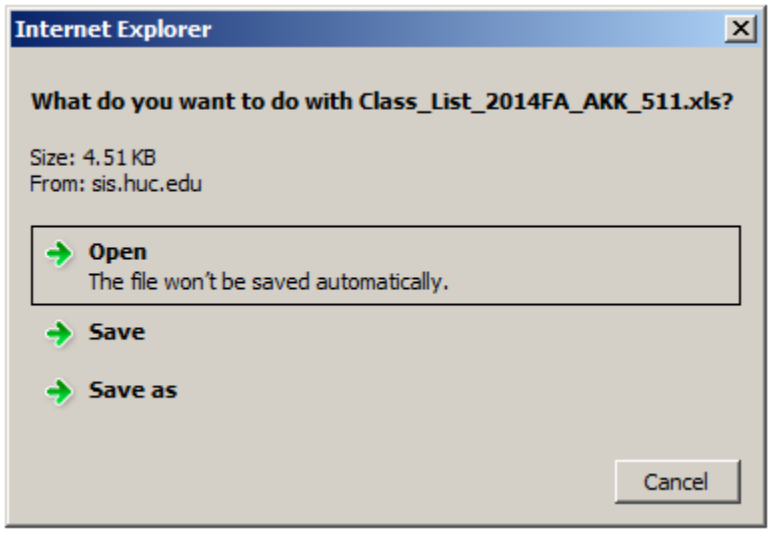

Course Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Results for 2014FA AKK
Export to Excel
Printable Version
Coll Sess Dept Crse Sec Title CrHrs Instr Days Start End Location Bldg Room
AKK 511 A Advanced Akkadian 3 Musgrave_D T R 11:20AM 12:35PM Cincinnati Campus CNAC TBA
ID Name Phone W E-mail Data Book
Show Hide
Detail
Send Out Selected Email
Display Selected Data Book
* Indicates the students included from cross referenced courses
* Click Student's Name to display the student's data book
* Distribute No Directory Info is on if you could not access student's data book

There are a number of options on this page that may be helpful.

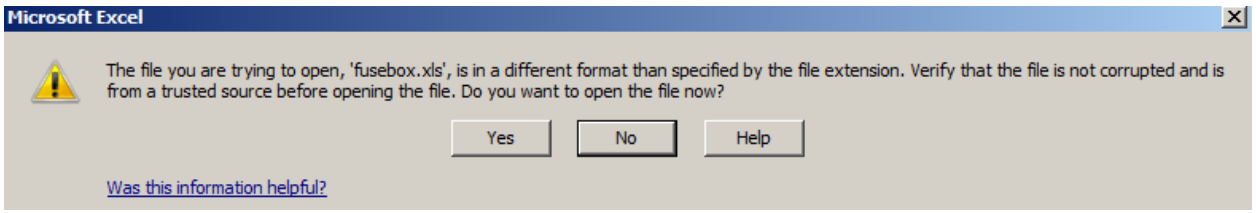
You can get a printable version of the class roster by clicking on the blue Printable Version link in the upper right hand corner of the list.

There is also an option of exporting your roster into an excel sheet.

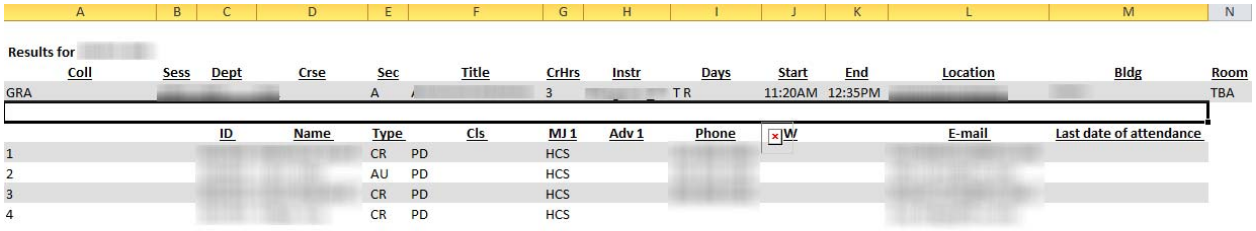
Click on the Export to Excel button and immediately this will appear:



Once you click on the option you prefer this image will appear:


Microsoft Excel
The file you are trying to open, 'fusebox.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No
Help
Was this information helpful?

Click Yes and the excel sheet will open:



Results for

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
GRA				A		3		T R	11:20AM	12:35PM			TBA

	ID	Name	Type	Cls	MJ 1	Adv 1	Phone	W	E-mail	Last date of attendance
1			CR PD		HCS					
2			AU PD		HCS					
3			CR PD		HCS					
4			CR PD		HCS					

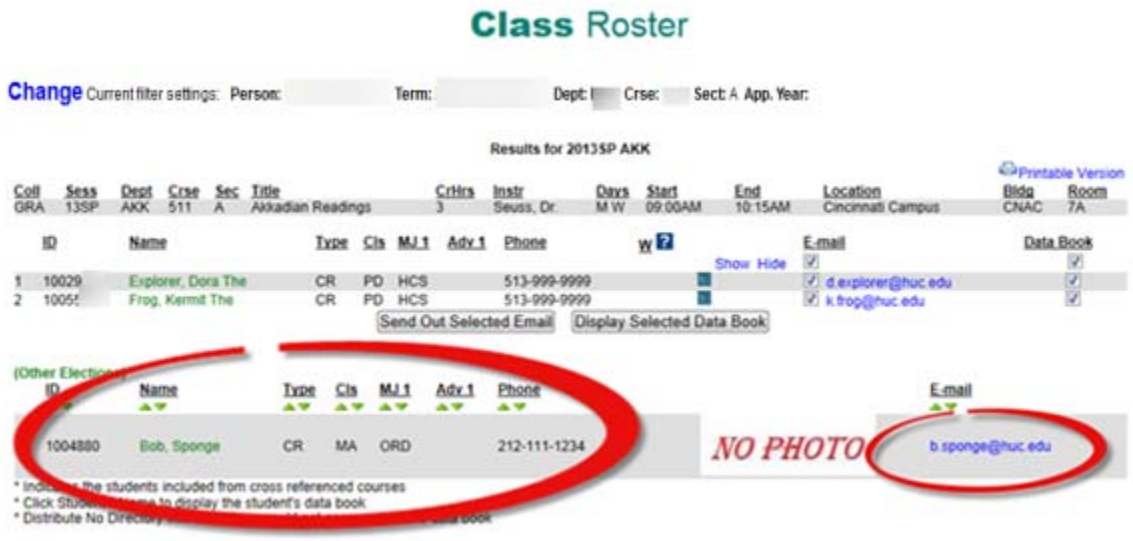
* Indicates the students included from cross referenced courses

9. Other elections

If there are students listed below the class roster under (Other Elections), these students are **NOT** enrolled in this class.

These students are listed here due to a time conflict with another course that is being offered at the same day and time, or they have exceeded the 18 credits per semester policy that is contained in the National Student Academic Handbook. Please contact the student and the Office of the National Registrar registrar@huc.edu if this occurs.

You can email the student from this screen to let them know that they are not enrolled in this course.


Class Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Results for 2013SP AKK
Printable Version
Coll Sess Dept Crse Sec Title CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
ID Name Type Cls MJ 1 Adv 1 Phone W E-mail Data Book
Show Hide
1 10029 Explorer, Dora The CR PD HCS 513-999-9999 d.explorer@huc.edu
2 10055 Frog, Kermit The CR PD HCS 513-999-9999 k.frog@huc.edu
Send Out Selected Email
Display Selected Data Book
(Other Elections)
ID Name Type Cls MJ 1 Adv 1 Phone E-mail
1004880 Bob, Sponge CR MA ORD 212-111-1234
NO PHOTO
b.sponge@huc.edu
* Click Student Name to display the student's data book

Click on the Send Out Selected Email oval at the bottom of the list to send email to all (or some) students in this class. Clicking on an individual student's email address will allow you to send email to that particular student.

10. How to grant consent for a class

If you are offering a course that is "By Permission Only," you can grant the permission yourself without contacting the National Registrar's Office.

First, set the term in which the course is being offered, the Department, Course and Section.

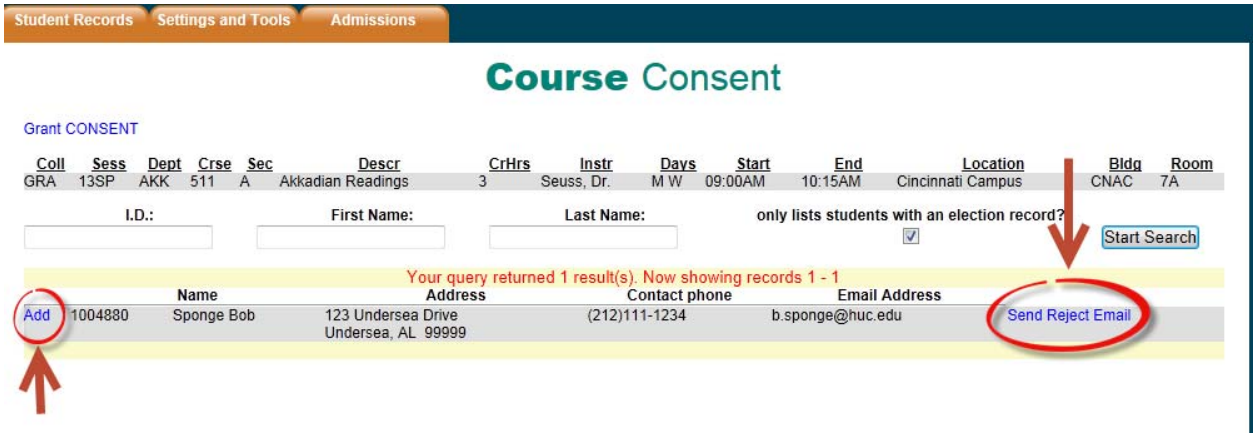
Select Student Records – Course Tools – Course Consent.

This option gives you a list of your courses that require your consent.

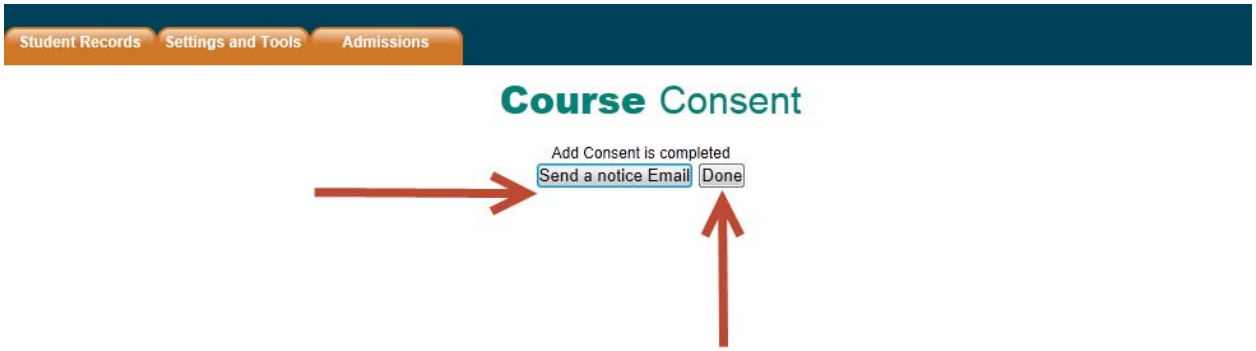
Student Records
Settings and Tools
Admissions
Course Consent
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Grant CONSENT
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A

Select Grant CONSENT to get to the next screen. You will now have a list of students who are waiting for your consent to get into this course.

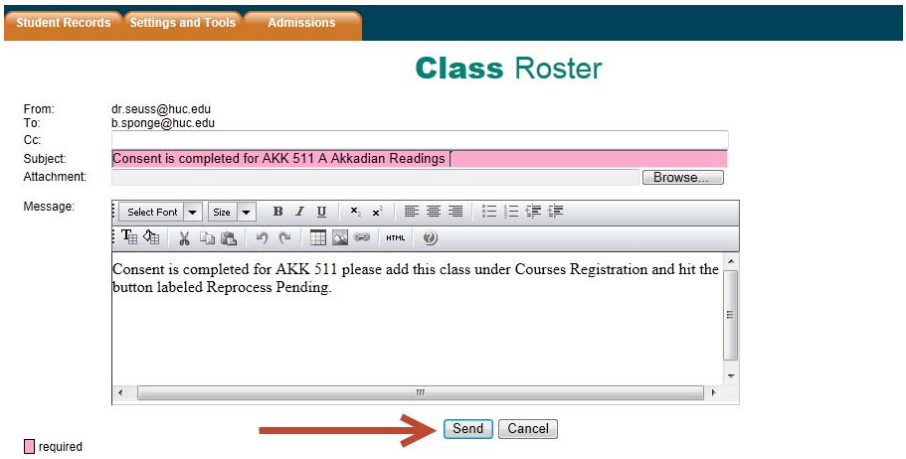
At this point, you have the option to Add the student to the class or to Send Reject Email.


Student Records
Settings and Tools
Admissions
Course Consent
Grant CONSENT
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
I.D.:
First Name:
Last Name:
only lists students with an election record?
Start Search
Your query returned 1 result(s). Now showing records 1 - 1
Name
Address
Contact phone
Email Address
Add 1004880 Sponge Bob 123 Undersea Drive Undersea, AL 99999 (212)111-1234 b.sponge@huc.edu Send Reject Email

If you select to Add, then the following screen appears after the student has been added to your class. Your options are to Send a notice Email or click Done.



Email:

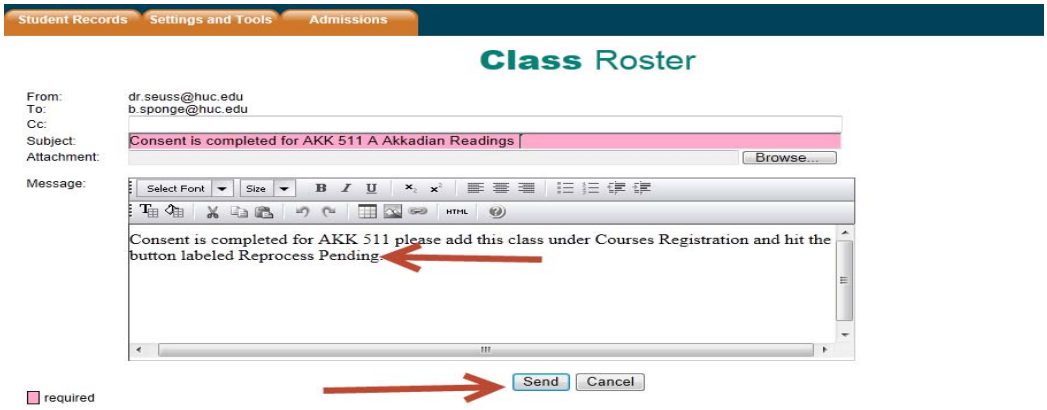


If you select Done, there is an option whereby you can change your mind and deny consent. There is no need to add an expiration date or a comment.

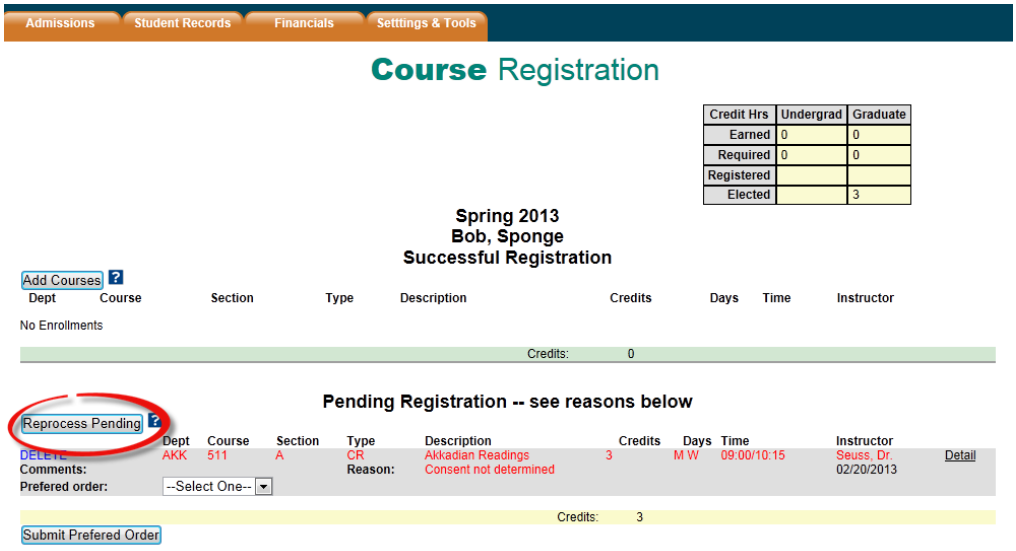
Select Student Records – Course Tools – Course Consent.

Student Records
Settings and Tools
Admissions
Course Consent
Change
Grant CONSENT
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
I.D. Name Consent Date MM/DD/YYYY Expiration Date MM/DD/YYYY Comment
DELETE CONSENT 1004880 Bob, Sponge 02/20/2013
Update Information

Lastly, email the student and tell him/her that you have given consent and they can now add the class in Course Registration. The student will not be enrolled in your class until the student goes into their SIS account under Course Registration and clicks on Reprocess Pending. Once the student has completed this process their name will automatically appear on your class roster and their student schedule.



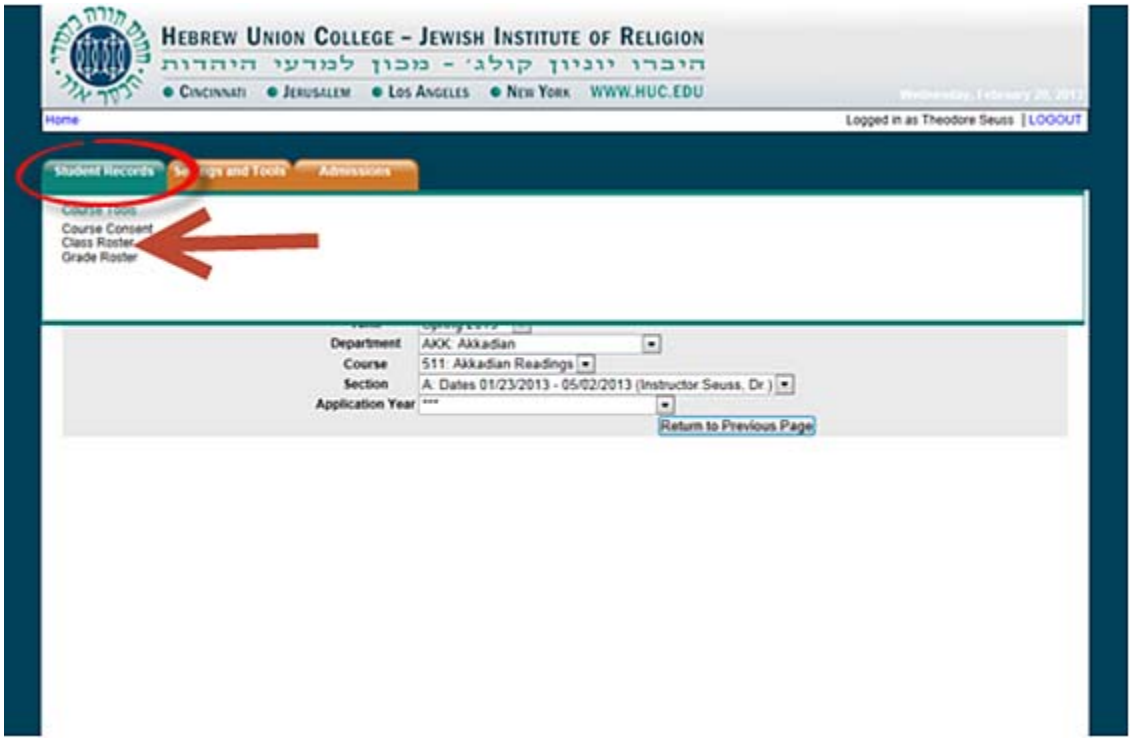
Once the student enters SIS he/she will need to click on the Reprocess Pending button, which will allow them to officially enroll in the course. You will have to let your student know that they have been approved to register for your course; otherwise they will have no knowledge that they are able to add this course through SIS.



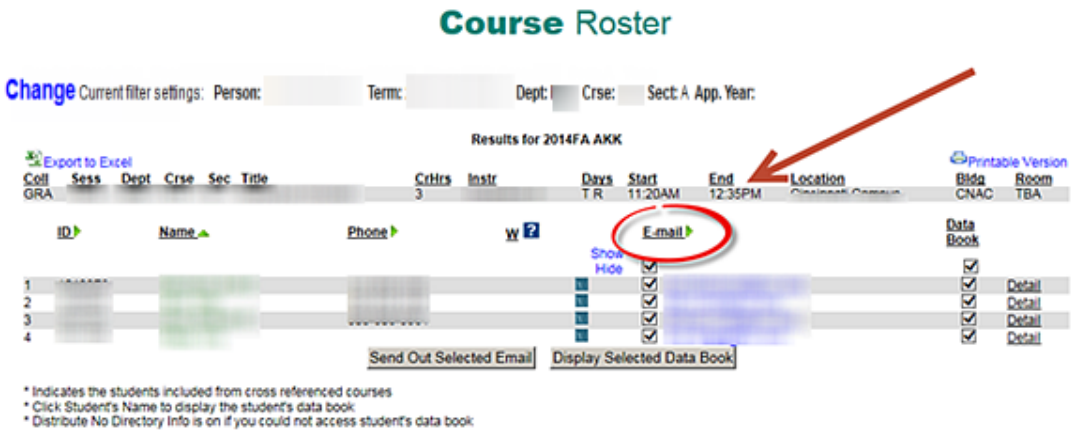
11. Sending email to students

Set the Term, Department, Course and Section under Global Variables.

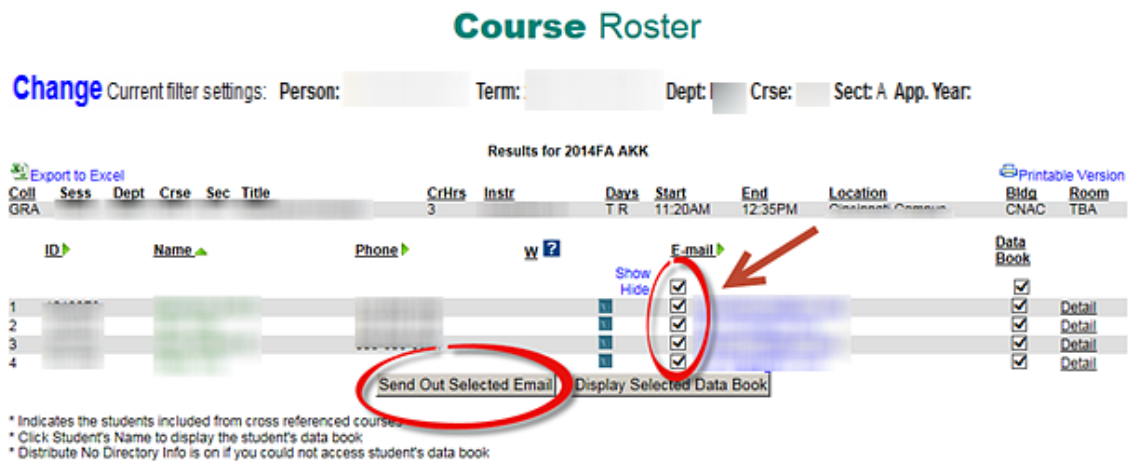
Then select the tab Student Records – Course Tools – Class Roster


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Home
Logged in as Theodore Seuss [LOGOUT
Student Records
Course Consent
Class Roster
Grade Roster
Department AKK Akkadian
Course 511 Akkadian Readings
Section A Dates 01/23/2013 - 05/02/2013 (Instructor Seuss, Dr)
Application Year
Return to Previous Page

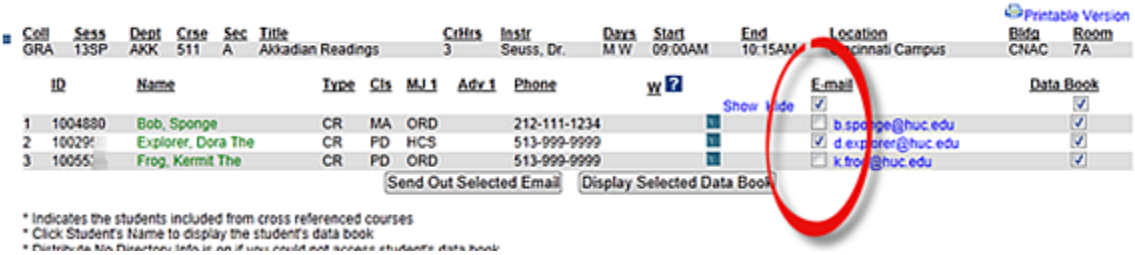
This gives you the roster as shown below.


Course Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Results for 2014FA AKK
Export to Excel
Printable Version
Coll Sess Dept Crse Sec Title CrHrs Instr Days Start End Location Bldg Room
GRA 3 T R 11:20AM 12:35PM CNAC TBA
ID Name Phone W E-mail Data Book
Show Hide
Detail
Send Out Selected Email
Display Selected Data Book
* Indicates the students included from cross referenced courses
* Click Student's Name to display the student's data book
* Distribute No Directory Info is on if you could not access student's data book

At the bottom of the screen there is an option to Send Out Selected Email to students. You may click on all of the student's email by checking the box at the top of the email list listed as E-mail Show Hide button.


Course Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Results for 2014FA AKK
Export to Excel
Printable Version
Coll Sess Dept Crse Sec Title CrHrs Instr Days Start End Location Bldg Room
GRA 3 T R 11:20AM 12:35PM CNAC TBA
ID Name Phone W E-mail Show Hide Data Book
1 Detail
2 Detail
3 Detail
4 Detail
Send Out Selected Email
Display Selected Data Book
* Indicates the students included from cross referenced courses
* Click Student's Name to display the student's data book
* Distribute No Directory Info is on if you could not access student's data book

You can be as selective as to how many emails you send by clicking the box located under E-mail, and to the left of the students email address.


Printable Version
Coll Sess Dept Crse Sec Title CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
ID Name Type Cls MJ 1 Adv 1 Phone W E-mail Show Hide Data Book
1 1004880 Bob, Sponge CR MA ORD 212-111-1234
2 Explorer, Dora The CR PD HCS 513-999-9999
3 Frog, Kermit The CR PD ORD 513-999-9999
Send Out Selected Email
Display Selected Data Book
* Indicates the students included from cross referenced courses
* Click Student's Name to display the student's data book

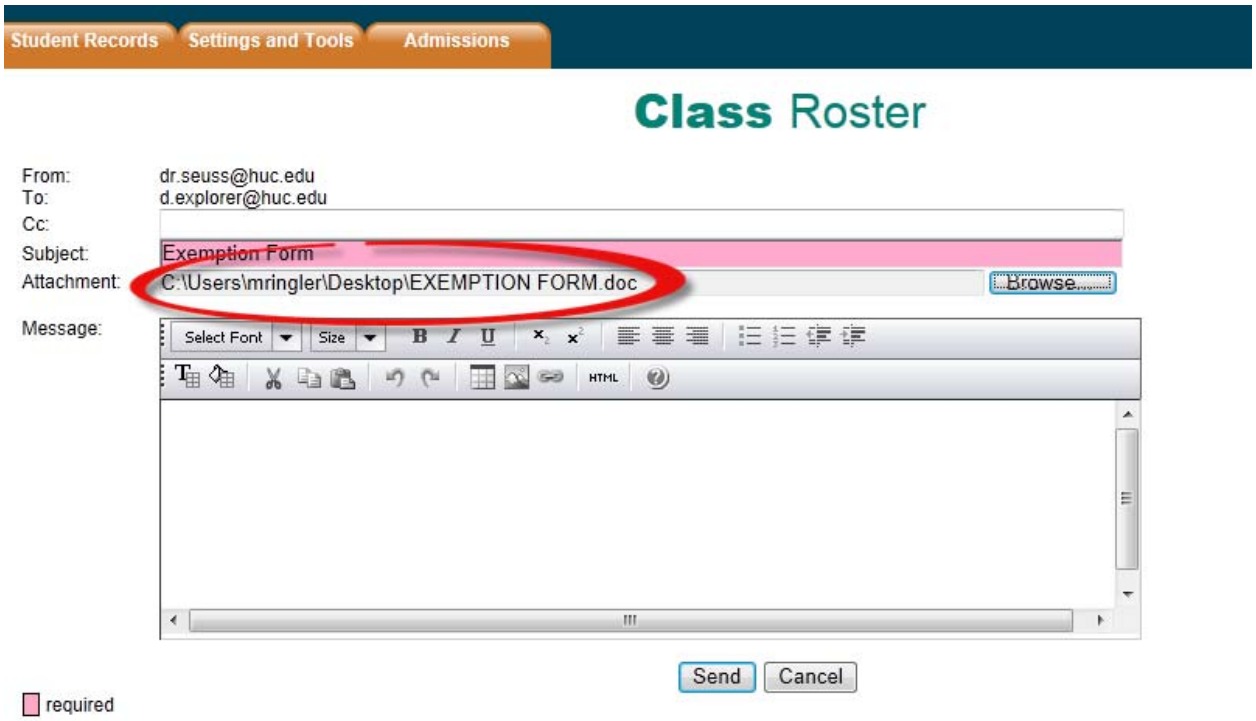
If you wish to send an attachment to your student or students through SIS please note that there should be no spaces in the title of the attachment. You will need to save your document without a space in the title. Please remember that Word will automatically save the title with a space.

For example:

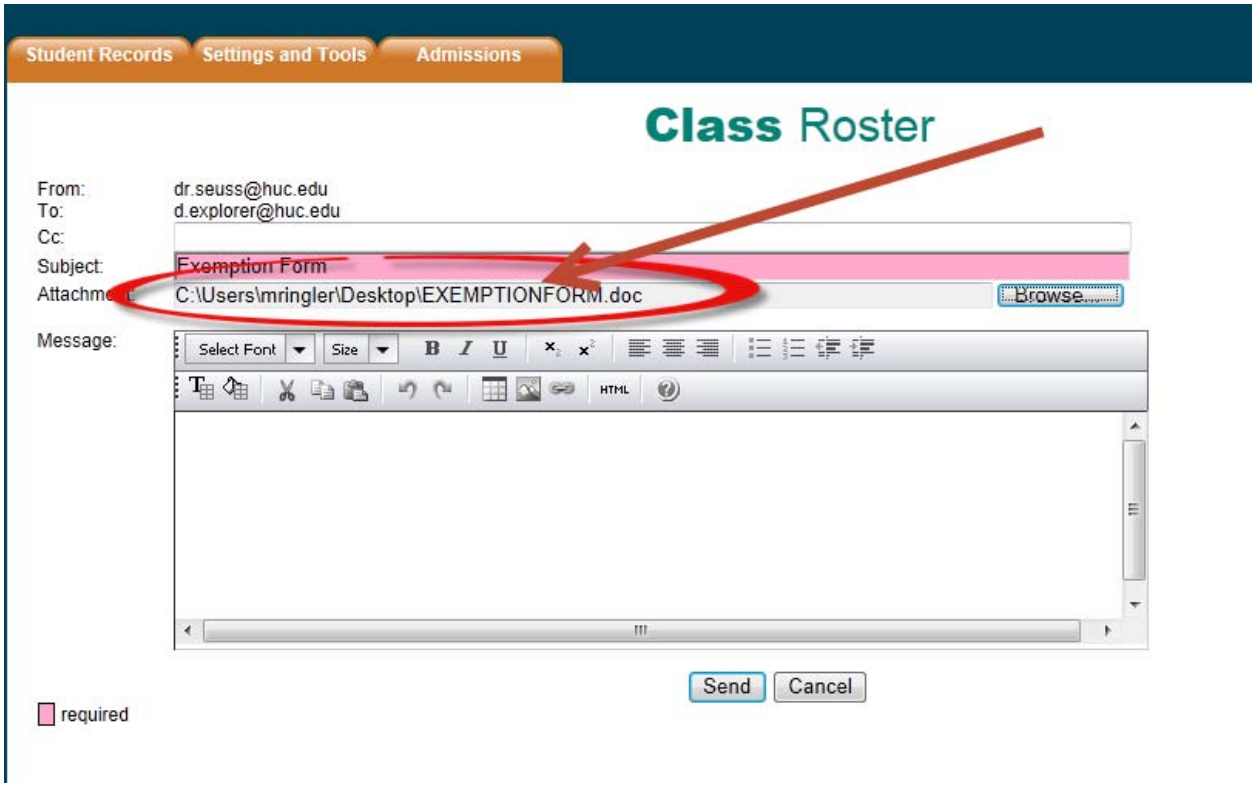
C:\Documents and Settings\My favorite syllabus.docx = NOT VALID

C:\files\myfavoritesyllabus.docx = VALID

Space listed below:

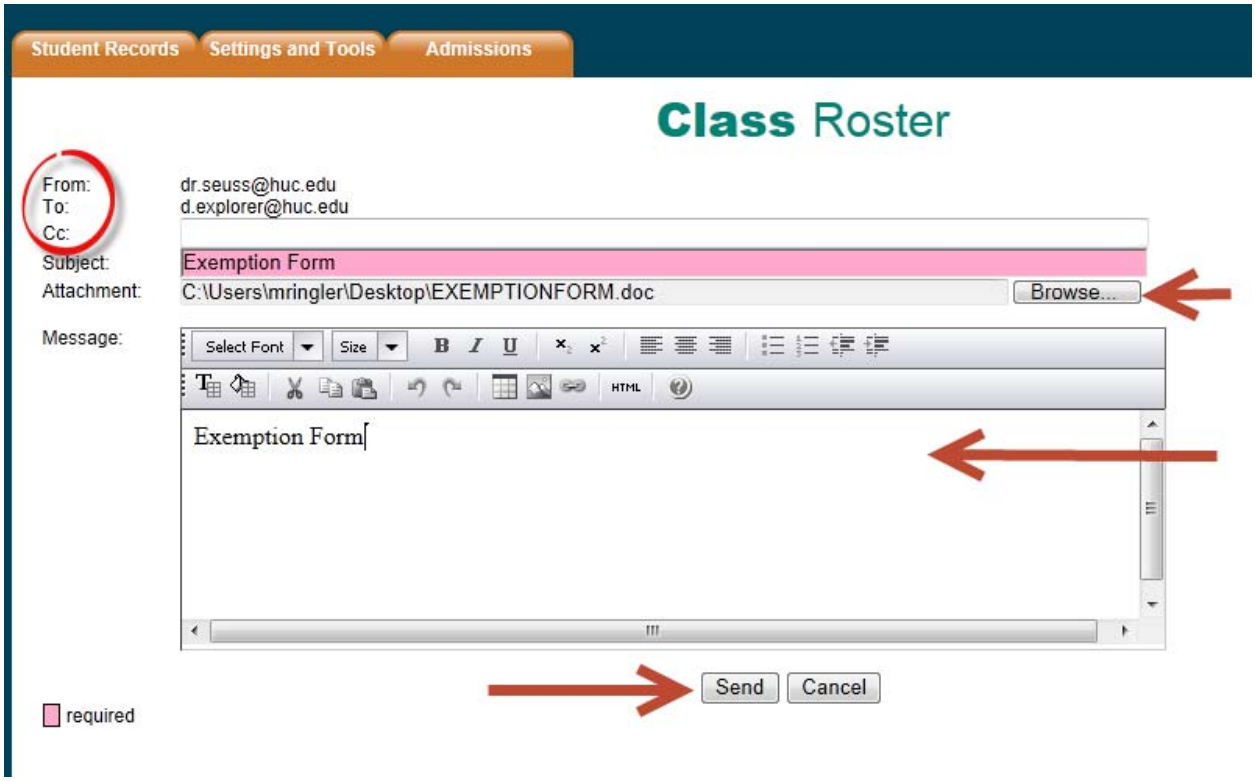


No space listed below:



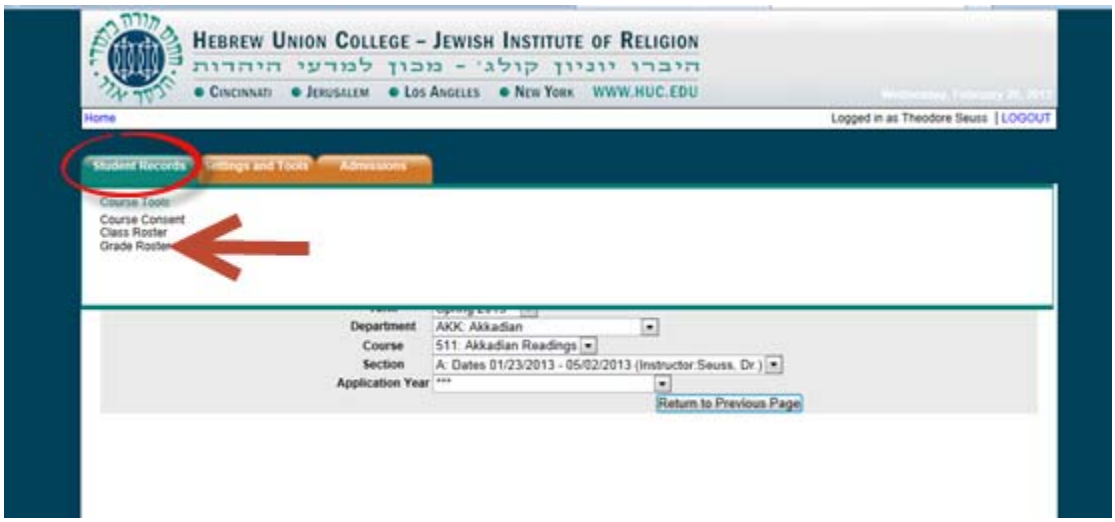
Remember that these areas must be populated or the email will not be sent:

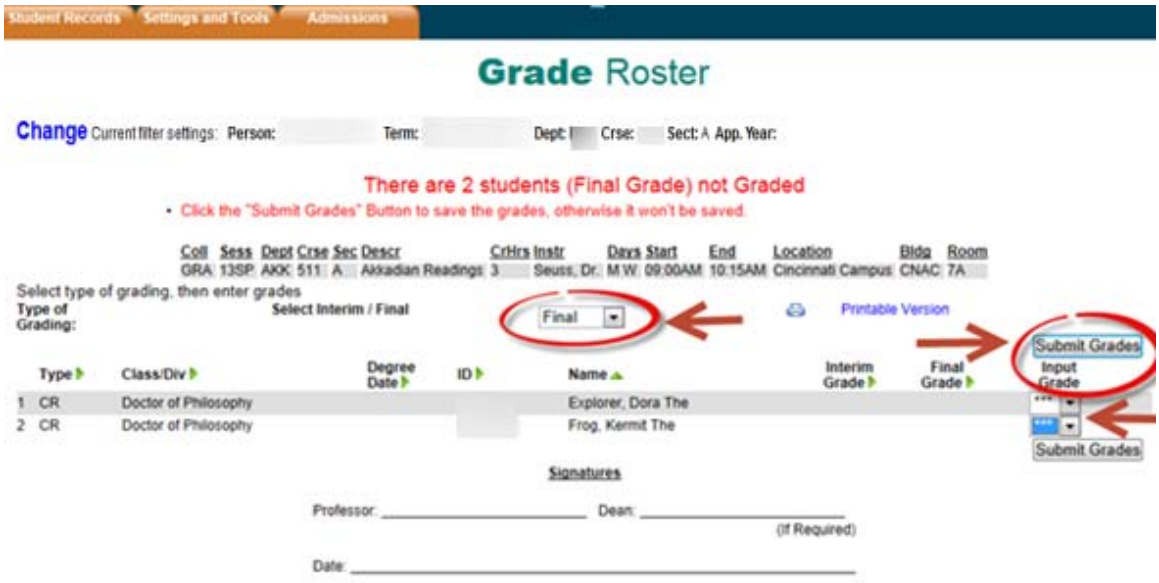
1. Subject matter
2. Message
3. Attachment (if you are sending one)



12. How to enter grades

Set the Term, Department, Course and Section as described above. Then select Student Records – Grade Roster.




Student Records
Settings and Tools
Admissions
Grade Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
There are 2 students (Final Grade) not Graded
Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Select type of grading, then enter grades
Type of Grading:
Select Interim / Final
Final
Printable Version
Submit Grades
Type Class/Div Degree Date ID Name Interim Grade Final Grade Input Grade
1 CR Doctor of Philosophy Explorer, Dora The
2 CR Doctor of Philosophy Frog, Kermit The
Submit Grades
Signatures
Professor: Dean:
(If Required)
Date:

In the middle of the screen you will need to select (F) for final grade. Please note that nothing will populate under Input Grades if you do not select Final under Select Interim / Final.

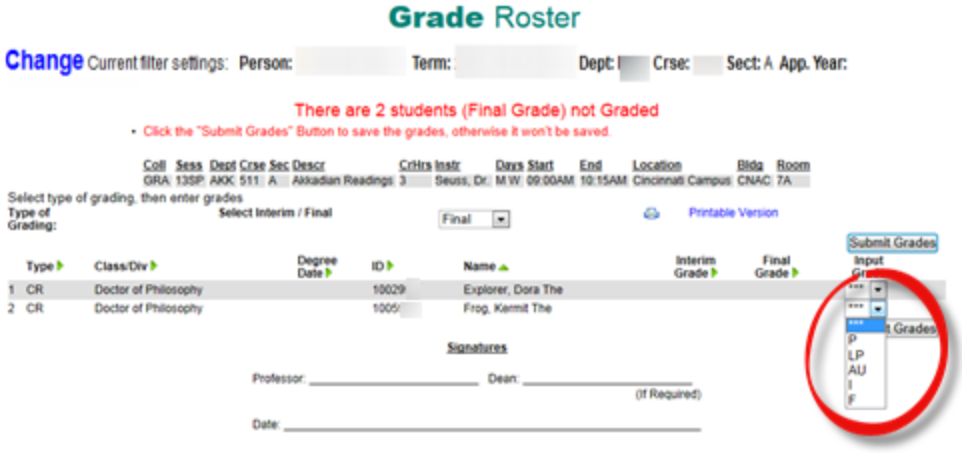
After selecting (F) Final, located under Select Interim / Final, there is a pull-down menu for each student to allow you to select their grade. If the student has withdrawn from the class, there will be a “W” entered as the grade and this cannot be changed by the instructor.

If the student is listed as wanting letter grades this is what their option will look like when you click to input their grades.

Grade Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
There are 2 students (Final Grade) not Graded
Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Select type of grading, then enter grades
Type of Grading:
Select Interim / Final
Final
Printable Version
Submit Grades
Type Class/Div Degree Date ID Name Interim Grade Final Grade Input Grade
1 CR Doctor of Philosophy Explorer, Dora The
2 CR Doctor of Philosophy Frog, Kermit The
A+ A P A- B+ B B- C+ C C- F AU I
Signatures
Professor: Dean: (If Required)
Date:

If the student requested Pass/Fail this is what their option will look like when you click to input their grades.

Pass/Fail option only lists P,LP,AU, I and F.


Grade Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
There are 2 students (Final Grade) not Graded
Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Select type of grading, then enter grades
Type of Grading:
Select Interim / Final
Final
Printable Version
Submit Grades
Type Class/Div Degree Date ID Name Interim Grade Final Grade Input Grade
1 CR Doctor of Philosophy Explorer, Dora The
2 CR Doctor of Philosophy Frog, Kermit The
P LP AU I F
Signatures
Professor: Dean: (If Required)
Date:

The default grading system for students will be Pass/Fail. Students may change from one grading system to the other annually, prior to the beginning of the Fall semester.

As new courses are developed, the faculty member will be asked whether the course is to be graded on a letter grade basis only, Pass/Fail only or either. This decision overrides the student's grading preference.

Program faculty may designate courses as Pass/Fail only, letter grade only or either. This decision overrides the student's grading preference. Where a course exists on more than one campus, the grading system should be the same.

Be sure to click on Submit Grades at the bottom of the screen for your grades to be submitted.

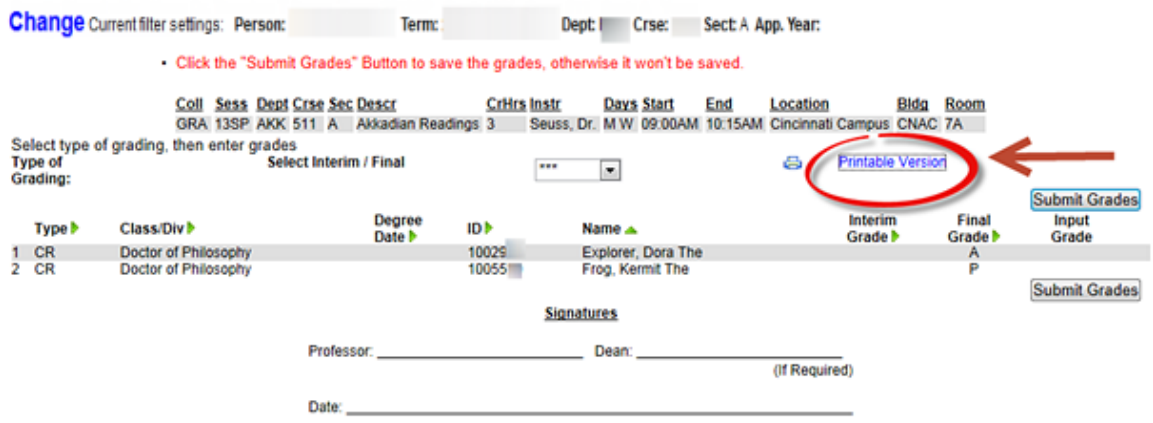
Grade Roster
Change Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
There are 2 students (Final Grade) not Graded
Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Select type of grading, then enter grades
Type of Grading:
Select Interim / Final
Final
Printable Version
Submit Grades
Type Class/Div Degree Date ID Name Interim Grade Final Grade Input Grade
CR Doctor of Philosophy Explorer, Dora The A
CR Doctor of Philosophy Frog, Kermit The P
Submit Grades
Signatures
Professor: Dean: (If Required)
Date:

You do not need to print out the completed form and turn it in to anyone. There are no signatures needed. Submitting grades via SIS is considered as official.

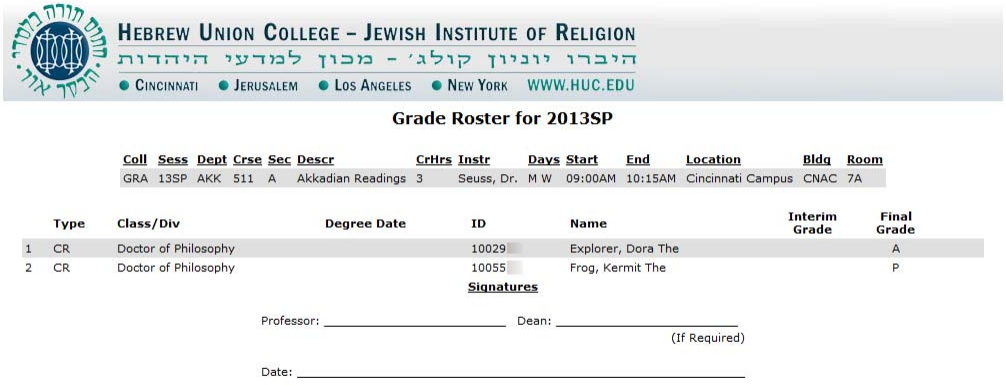
After submitting a grade, you are not able to go back and change the grade. After final grades are made visible to students, a "Change of Grade" form must be completed and signed by the Dean before a grade can be changed.

If you have more than one course to grade you can easily go back to the current filter settings by clicking on the Change button in blue.

The Student Records – Grade Roster option gives a "printer-ready" listing of students and their grades, listed under Printable Version in blue, if this is needed.


Change
Current filter settings: Person: Term: Dept: Crse: Sect: A App. Year:
Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Select type of grading, then enter grades
Type of Grading:
Select Interim / Final
Printable Version
Submit Grades
Type Class/Div Degree Date ID Name Interim Grade Final Grade Input Grade
1 CR Doctor of Philosophy 10029 Explorer, Dora The A
2 CR Doctor of Philosophy 10055 Frog, Kermit The P
Submit Grades
Signatures
Professor: Dean:
(If Required)
Date:

This is what the printable version looks like.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Grade Roster for 2013SP
Coll Sess Dept Crse Sec Descr CrHrs Instr Days Start End Location Bldg Room
GRA 13SP AKK 511 A Akkadian Readings 3 Seuss, Dr. M W 09:00AM 10:15AM Cincinnati Campus CNAC 7A
Type Class/Div Degree Date ID Name Interim Grade Final Grade
1 CR Doctor of Philosophy 10029 Explorer, Dora The A
2 CR Doctor of Philosophy 10055 Frog, Kermit The P
Signatures
Professor: Dean:
(If Required)
Date:

13. Quick instructions – grading

1. Once you enter SIS you will need to click on the blue Change.

2. Then click on which term you want to use: Fall 2014

3. Click and populate Department, Course and Section. You will not need to populate Application Year.

4. At the far left hand corner click on Student Records and look for Grade Roster.

5. You will need to click on the middle of the screen for Final (F).

6. After you click Final (F) the types of grades will populate for your students on the right hand side.

7. Make sure after you enter the grades that you hit submit grades or nothing will be saved.

8. You will need to do this for each course that you are offering by going to Change Current Filter Settings.

14. Quick instructions – locating a class roster

1. Once you enter SIS you will need to click on the blue Change.

2. Then click on which term you want to use: Fall 2014

3. Click and populate Department, Course and Section. You will not need to populate Application Year.

4. At the far left hand corner click on Student Records and look for Course Roster.

15. Final note

You are encouraged to explore other options available in SIS. If you believe that any need to be added to this Faculty User's Manual, please contact the National Registrar's Office at registrar@huc.edu and let us know.